

DEPARTMENT OF THE ARMY
HEADQUARTERS, UNITED STATES ARMY ARMOR CENTER AND FORT KNOX
Fort Knox, Kentucky 40121-5000

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Civilian Personnel
EQUAL EMPLOYMENT OPPORTUNITY

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1. PURPOSE. This regulation establishes policies and procedures for a positive, continuing program designed to promote equal employment opportunity without regard to race, religion, color, sex, age, national origin, or handicap.

2. APPLICABILITY. This regulation applies to all activities served by the Civilian Personnel Office and/or Equal Employment Opportunity Office, both appropriated and nonappropriated funds, at the United States Army Armor Center (USAARMC) and Fort Knox, Fort Knox, Kentucky.

3. REFERENCES. a. Equal Employment Opportunity Act of 1972.

b. Civil Service Reform Act of 1978.

c. 29 CFR 1613.

d. 5 USC 7121.

e. CFR 700, chapter 713-B.

4. DEFINITIONS. a. Equal Employment Opportunity (EEO) - Fair and impartial treatment in all phases of employment, service, and all other activities affecting the welfare and career of the individual.

b. Protected classes - Those groups of people who may be disadvantaged in an employment situation due to their race (including blacks, Hispanics, American Indians, Asian/Pacific Islanders), religion, color, sex, age, national origin, or handicap.

c. Unlawful discrimination - An act or omission to act toward a person based upon that person's membership in a protected class.

d. Affirmative action - A special effort to overcome unlawful discrimination.

5. SCOPE OF THE EQUAL EMPLOYMENT OPPORTUNITY PROGRAM (EEOP). This is an affirmative action program for conducting all operations without unlawful discrimination. The program is concerned with all protected classes, as defined in this regulation, and encompasses all aspects of the Federal Women's Program (FWP), the Hispanic Employment Program (HEP), and the Handicapped Employment Program.

6. POLICY. The USAARMC and Fort Knox policy is to provide equal opportunity in employment for all qualified persons without regard to race, religion, color, sex, national origin, age, or handicap, and to promote the full realization of EEO, without the presence of harassment, through an affirmative and continuing program. This general policy will be implemented to ensure that:

a. Protected classes receive full and impartial consideration for initial employment; possess equal standing and security as Department of the Army employees; and enjoy equal opportunity to receive training, develop skills, and to advance from a job and career standpoint.

b. Individuals who believe they have been subjected to unlawful discrimination in these matters may use the prescribed complaint procedure without fear of coercion or reprisal. Complaints will be impartially investigated, adjudicated, and, as warranted, adjusted with all due consideration by officials concerned (CPR 700, (16), chapter 713-B, and 29 CFR 1613, 5USC 7121).

c. The basic principles of equal opportunity are observed and applied in all aspects of the civilian personnel program. As appropriate, all elements of civilian personnel administration will be used to further the objectives of the Affirmative Action Program Plan (AAPP).

7. DELEGATION OF RESPONSIBILITY. Responsibility for this program extends from the Secretary of the Army through the chain of command to Fort Knox commanders, managers, and supervisors. Specific delegations are outlined in the following paragraphs:

a. Director of EEO, Department of the Army. The Secretary of the Army has designated the Deputy for Civilian Personnel Policy and Equal Opportunity, Office of the Assistant Secretary of the Army (Manpower and Reserve Activity), as the Director of EEO with responsibility for program establishment and implementation in accordance with EEO laws, executive orders, and regulations.

b. EEO Committee (EEOC). An installation EEOC will be established to assist the commander in carrying out the responsibilities for EEO. The committee will be chaired by the USAARMC and Fort Knox Chief of Staff. The EEO Officer (EEOO) and the EEO Special Emphasis Program Managers will be appointed as members. Other committee members will be a cross representation of the installation to include top management officials and union representatives.

c. Responsibility of the EEOO. The EEOO is chosen by the Garrison Commander and is authorized direct communication with higher levels of command. Responsibilities of the EEOO are as follows:

(1) Provide active staff leadership to the EEOP, especially in the development and implementation of the AAPP.

(2) Maintain continuous familiarity with conditions and circumstances affecting EEO within the installation.

(3) Participate in or conduct statistical or other special program studies to identify out-of-balance employment patterns or inequitable management practices.

(4) Evaluate and report to the commander and the EEOC program effectiveness, with recommendations for change or improvement, in the action plan, personnel practices, and other management activities which have an impact on the EEOC.

(5) Provide a point of contact for coordination and liaison between management and program staff, various organizational units, special interest group organizations, and community leaders.

(6) Analyze unlawful discrimination complaints, identify problem areas, and develop information for use in designing more effective program plans and actions.

(7) Provide reports as required by the Office of Personnel Management, EEO Commission, HQDA and TRADOC.

(8) Counsel with management, as warranted, to develop flexible and immediate solutions to problems so that the action taken is in harmony with EEO/AAPP objectives.

(9) Provide technical guidance and supervision to EEO Specialists, FWP and HEP Managers, and EEO Counselors.

(10) Take immediate and positive action to attempt informal resolution of complaints consistent with established procedures. Process formal complaints when attempts of informal resolutions have not been successful.

(11) Ensure that complaints, individual and class action, are processed in a timely manner and in accordance with current EEOC and DA regulations.

(12) Brief newly-appointed managers, supervisors, and FWP and HEP Managers, within 30 days of their appointments.

(13) Provide technical assistance in the development and evaluation of EEO performance standards for supervisors.

d. EEO Counselors. Individual and class EEO Counselors will be selected by the EEOC and appointed by the Chief of Staff. A photographic EEO Counselor layout or poster will be made. It will be posted on all official bulletin boards or in a prominent area where civilians are employed. Employees and applicants will be free to choose the counselor they wish to consult. The names and addresses of the DA Director of EEO, Activity EEOC, EEO Counselors, and a summary of complaint procedures (both individual and class) will be posted where vacancy announcements are posted. When a case has been accepted by a counselor, those duties become primary. Counseling duties will include, as a minimum:

(1) Establishing an open and sympathetic channel through which employees may raise questions, discuss problems concerning unlawful discrimination, get answers and, on an informal basis, attempt to resolve problems connected with EEO.

(2) Ensuring that the allegations of discrimination is based on sex, color, handicap, age, race, national origin, or religion and that the incident which gave rise to the complaint of unlawful discrimination occurred within the preceding 30 calendar days. (If it is not timely, consult the EEOC for guidance. If the complaint is not EEO related, refer complainants to appropriate source for resolution.)

(3) Establishing contact with the EEEO on all complaints received, report progress, and make findings in each case. The EEEO staff will assist in the resolution of complaints during the informal stage when practicable.

(4) Informing employees about their rights to remain anonymous and be represented and to file a formal complaint when attempts at informal resolution fail.

(5) Submitting a written report and precomplaint counseling data to the EEEO immediately after the final interview with complainant.

e. Federal Women's Program Manager (FWPM) and Hispanic Employment Program Manager (HEPM) are full-time members of the EEO staff. Specific information on each is provided in appendixes A and B.

f. Civilian Personnel Officer (CPO). The CPO will designate an EEO Action Officer (EEOAO) to be responsible for coordinating personnel office activities relating to the EEOP. The role of the EEOAO is to:

(1) Monitor, assess, and make recommendations on all personnel program areas to ensure that policies, procedures, requirements, criteria, selections, etc., are consistent with total EEO objectives.

(2) Provide special support and assistance in such related program areas as training, employee counseling, employee utilization, and participation in equal opportunity programs.

(3) Work closely with the EEOC, managers, and the EEEO in the development and accomplishment of affirmative action items.

(4) Carry out specific program assignments such as formulating and implementing new or innovative practices and procedures to support EEO objectives.

(5) Keep management and EEEO informed of personnel program changes that have a bearing on the EEOP.

g. Managers and supervisors will:

(1) Be responsible for the success of the EEOP. Day-to-day planning and actions in the work situation will consistently reflect the spirit and intent of the EEOP.

(2) Consult with the EEEO for rating input and advice regarding performance of employees performing EEO-collateral duties.

(3) Consult with the activity EEEO to obtain any information available regarding the supervisor's EEO performance when rating the supervisor.

(4) Cooperate with EEO counselors and the EEEO in reaching equitable solutions to discrimination complaints or EEO problems.

(5) Become familiar with the EEO AAPP and ensure that employees supervised have access to the plan, the EEO Office, and EEO counselors, as necessary.

h. Public Affairs Officer (PAO). The PAO will ensure that the EEOP is publicized and that EEOP accomplishments made by civilian employees or military personnel are given appropriate publicity.

i. Disciplinary Action. Appropriate disciplinary action will be initiated against managers, supervisors, program officials, and employees who do not comply with the requirements of appropriate EEO regulations (CPR 700 (C13) 7.3.2, paragraph 2-2h).

APPENDIX A

FEDERAL WOMEN'S PROGRAM

A-1. PURPOSE. This appendix establishes objectives and functions of the Fort Knox Federal Women's Program Committee (FWPC).

A-2. SCOPE. These provisions apply to all activities serviced by the Equal Employment Opportunity Office of USAARMC.

A-3. POLICY. The USAARMC and Fort Knox Policy is that all appropriated and non-appropriated fund women employed at this installation and all women applicants be afforded equal opportunity for employment. The intent of this policy is to ensure that women employees have equal opportunity for recognition, training, advancement, and treatment. It is incumbent upon all levels of management to strive for a work-force in which women are represented in all occupations and at all pay grades proportionate with their numbers in the civilian labor force.

A-4. REPRESENTATION. a. FWPC members will be selected as provided in TRADOC Reg 690-1, appendix A. Representatives may consist of male, female, military, and civilian employees. AFGE Local 2302 and Fort Knox Federally Employed Women (FEW) will each be afforded the opportunity for representation. Directors/commanders will ensure committee members are given adequate time to perform their duties.

b. Orders will be prepared by the EEEO appointing representatives to the FWPC within 10 days of notification of their appointment by the committee.

c. Committee representatives will have an addendum attached to their job description outlining their duties and length of appointment as FWPC representatives. This addendum will be prepared by the EEEO in coordination with the Position and Pay Management Branch, CPO.

d. The executive board has the right to remove representatives who do not actively participate in the accomplishment of committee goals or representatives who are unable to support the principles of the EEOP.

e. Representation will be limited to two years, subject to reappointment. The EEEO will notify the committee, by letter, 60 days prior to the completion of each representative's term, of the need to reappoint that member or to appoint a new representative.

A-5. OFFICERS ELECTION. a. The FWPM is responsible for the overall program and is a member of the EEO staff. A chairperson, vice-chairperson, and secretary will be elected by the committee.

b. The chairperson will preside at all committee meetings, appoint all subcommittees and chairpersons, have general supervision of committee activities, and perform other duties as required or requested by the FWPM or by a majority vote.

c. The vice-chairperson will preside at regular meetings in the absence, or upon request, of the chairperson; be responsible for providing leadership and assistance to the Training and Education Subcommittee; and, in the event of death or resignation of the chairperson, assume the duties of that person. If the vice-chairperson refuses to assume those duties, he/she must resign.

d. The secretary will record the minutes of all committee meetings (regular, called, and executive board), forward prepared minutes to the FWP chairperson within five workdays after the meeting, conduct correspondence for the committee as required by the chairperson and/or the executive board, receive and report on all incoming correspondence, maintain current roster of all representatives and distribute as required, and furnish incoming FWPC representatives an orientation package consisting of a copy of Bylaws and information sheet.

e. The executive board will consist of elected officers and will meet at the call of the chairperson or on an as-needed basis.

APPENDIX B

HISPANIC EMPLOYMENT PROGRAM

B-1. GENERAL. a. This appendix outlines the requirements for the management of an active working HEP.

b. USAARMC will have an employee assigned to manage the day-to-day activities of the HEP under the direction of the local EEEO.

B-2. DUTIES AND QUALIFICATIONS OF THE HEPM. a. The HEPM will advise and assist the commander and the EEEO in implementing DA EEO policies by serving as:

(1) The principal advisor on matters pertaining to Hispanics.

(2) Assistant to the EEEO and other management officials in developing, implementing, and evaluating affirmative actions that apply to equal opportunity for Hispanics.

(3) The advisor to CPO when recruiting Hispanics into the Fort Knox workforce.

b. Individual appointed must meet the qualifications specified in CPR 700, (C33) 713.W, paragraph W-4, specifically the requirement of paragraph 4a(1) through 4a(13) and the appointment is made on a competitive basis when assignment is to higher grade work.

(1) HEPM receives required DA training within six months of the appointment.

(2) HEPM has personal access to the commander, managers, and supervisors as required.

B-3. HEP COMMITTEE. The HEPM will have a committee to assist in the administration of the HEP. Members of this committee should consist of a cross representation of the installation workforce. AFGE Local 2302 and Fort Knox FEW will each be afforded the opportunity for representation. Meetings will be scheduled by the HEPM on an as-needed basis but no fewer than every six months. Copies of minutes should be forwarded to HQ, TRADOC, ATTN: ATPL-E, Fort Monroe, VA 23651-5000, subsequent to approval by the Garrison Commander.

B-4. HEP GOALS. The HEPM will provide input into the AAPP for setting required goals for underrepresented Hispanics.

B-5. HEP BUDGET. The HEPM will furnish the EEEO the required budget for the administration of the HEP, to include:

a. Training.

b. Travel.

c. Conferences.

d. Attendance and activities of special Hispanic activities.

B-6. TRAINING CONFERENCES. The HEPM will attend (contingent on available funds) at least one of the national conferences of Hispanic organizations each year, in addition to the TRADOC EEO Conference and workshops.

B-7. BRIEFINGS. The HEPM will meet with:

- a. All Hispanic employees to determine their concerns.
- b. Management officials to brief them on the objectives of the program and ensure they understand their responsibilities for EEO/HEP.
- c. Local prominent Hispanics, Government officials, and Hispanic citizens, to exchange information on the status of the program.

B-8. MANAGEMENT SUPPORT. The EEEO will ensure that management understands that the assignment of an HEPM does not depend on the number of Hispanic employees in the workforce, but that the HEP is one of the special emphasis programs within the EEOP. Thus, management commitment, the assignment of an HEPM, and support for the HEP are required.

The proponent of this regulation is the Equal Employment Opportunity Office. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications) thru channels to Cdr, USAARMC, ATTN: ATZK-EEO.

FOR THE COMMANDER:



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Colonel, GS
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